

Employee Suggestion - [REDACTED] No. 177

25X1A9a

A. Information about the Suggestor:

[REDACTED], GS-4, Clerk Typist, GCS/Graphics Register

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B. Summary of the Suggestion:

The suggestor proposes that a manual, similar to the Correspondence Manual, be developed for all personnel who edit and compose Agency correspondence in order to provide for uniformity in correspondence throughout the Agency.

C. Estimated Savings:

The suggestor makes no estimate of monetary savings although she believes that there would be considerable manhour savings of typists, stenographers and secretaries in avoiding the retyping of correspondence.

D. Evaluation:

The Office of Training states that "The Correspondence Manual, released in April 1952 was designed to make all correspondence procedures uniform throughout the Agency and is available to all Agency personnel." OTR further states that "... Stenographers and typists should be the logical persons to assume responsibility for correct correspondence procedures, ... every effort is being made by the instructors in the Clerical Orientation Section and in the Clerical Refresher Section to teach the Correspondence Manual to all Clerical people so that the manual will be more widely used and uniformity of correspondence will be obtained.

E. Note:

It appears from the foregoing evaluation that the method for carrying out the suggestion is available, however, the implementation is another matter. A commendatory letter expressing the Committee's appreciation to the suggestor is recommended.

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